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ABSTRACT

The publication is intended to encourage states and localities to give further consideration to the development and utilization of training agreements in the conduct of cooperative vocational education programs. Training agreements assure the integrity of the continuing educational experiences that occur outside the classroom. It is with this awareness that the material contained within this document was brought together. The introduction briefly states the role of cooperative education and lists the various reasons why training agreements are essential to these programs. This is followed by summary definitions of training agreements, training plans, evaluation reports and followup reports; a general outline of the content of a training agreement (general information, monetary compensation, statements of agreement, training plans, and signatures); and brief descriptions of the 12 training agreements issued by the states of Arizona, Arkansas, Maine, Michigan, Mississippi, New Jersey, Oregon, Pennsylvania, Tennessee, Texas, Virginia, and Wyoming. Sample copies of each of these state's training agreement forms are provided. The document concludes with a directory of the State vocational education directors. (BP)

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COOPERATIVE VOCATIONAL EDUCATION

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FOREWORD

This publication is intended to encourage States and localities to give further consideration to the development and utilization of training agreements in the conduct of cooperative vocational education programs. Training agreements, properly used, assure the integrity of the continuing educational experiences that occur outside of the classroom. It is with this awareness that the material contained in this release was brought together.

To begin the process of examining the prevailing state of the art, States provided samples of State Department issued training agreements to Regional Directors of Occupational and Adult Education. The purpose of their sharing was to identify the scope and diversity of current practices. The Regional Directors selected and sent to the Central Office forty samples of agreements that have been successfully used by the States in their regions. The Central Office developed criteria from the practices and perceptions of local, State, and Regional staff for reviewing these training agreements.

By way of example and illustration, twelve training agreements were identified for use in this publication. No judgment is intended by this selection beyond the fact that a variety of features could be highlighted. The material was prepared by members of the State Programs and Services Branch under the direction of Sherrill D. McMillen, Chief.

The information contained in this publication may be viewed as a form of technical assistance.

Orieanna C. Syphax
Acting Director
Division of Vocational
and Technical Education

January 1974

CONTENTS

	Page
FOREWORD	i
INTRODUCTION	1
DEFINITIONS	2
CONTENT OF TRAINING AGREEMENT	3-4
ILLUSTRATIVE TRAINING AGREEMENTS	5-6
ARIZONA	7
ARKANSAS	8-9
MAINE	10-11
MICHIGAN	12
MISSISSIPPI	13-14
NEW JERSEY	15-16
OREGON	17-21
PENNSYLVANIA	22-23
TENNESSEE	24-25
TEXAS	26-27
VIRGINIA	28-29
WYOMING	30
DIRECTORY - STATE DIRECTORS OF VOCATIONAL EDUCATION	31-32

INTRODUCTION

Cooperative vocational education is a purposeful blending of vocational instruction and employment which meet job preparatory objectives. In its proper educational context, cooperative training becomes an instructional strategy for meeting instructional objectives and program goals. When cooperative training is used in a vocational program, it is recognized as an integral part of the instruction and therefore merits the same attention that is given to in-school learning experiences.

Managing the cooperative experience requires the support of certain guiding mechanisms. The training agreement, outlining essential areas of responsibility, consent and expectations of involved parties, fulfills one management concern: to effect a worthy educational experience at an employment site.

While training agreements as a management tool have been endorsed and used by practitioners for many years, only recently has the training agreement become a requirement for those programs funded from Part G, P.L. 90-576. The practice, however, is deemed desirable for any cooperative vocational program regardless of its source of funding. Training agreements are judged to be essential for a number of reasons:

(1) As a planning document, it serves as a vehicle for directing and evaluating learning experiences.

(2) As an information document, it helps employers to appreciate their teaching role and to understand the purposes of cooperative vocational education.

(3) As a permanent record, it is useful for subsequent placement services and followup studies.

(4) As a career decision-making document, it builds student satisfaction in fulfilling a prevailing career interest.

By giving visibility to training agreements in this publication it is hoped that the outcomes already attributed to cooperative vocational education will be enhanced. It is hoped that State and local leadership personnel will give added emphasis to the utilization of training agreements and consider those illustrated herein as a basis for updating or developing new training agreements.

DEFINITIONS

The training agreement is one of a series of management tools which facilitates check-point activities in the education/training/employment cycle. The training agreement is stage-setting. Other instruments include the training plan which sets forth training components; periodic evaluation reports which track progress; followup which judges success of participation. These, along with other possible management tool initiatives, provide a basis for expressing accountability.

Summary definitions of these instruments may be helpful in placing the training agreement in perspective.

- Training agreement - a statement of fundamental agreements regarding the participation of a student in a work environment. Initiated by the school, the agreement reflects a voluntary and cooperative commitment on the part of the teacher, employer and student. Other appropriate parties to the agreement could be parents, advisory committee chairperson, union representative, school administrator.

- Training plan - a format for delineating, for each student, the learning experiences and job tasks to be undertaken at the job site, often paralleled with classroom units of instruction. The training plan, cooperatively determined, usually becomes a part of the training agreement.

- Evaluation report - a formalized instrument to measure progress and achievement in relation to training plan components and other factors that indicate a point-in-time assessment of student competencies, attitudes and maturity. It is recognized as one means for evaluating performance in the employment environment, often referred to as the training station.

- Followup report - usually a composite short-term or long-term report of former students indicating their present employment status or other present commitments (education, military, homemaking). More sophisticated followup studies seek to assess the effectiveness of the cooperative training experience in whatever next steps are pursued. Individual followup information is usually maintained in a student's record file.

CONTENT OF TRAINING AGREEMENT

In examining the State documents included herein, it is evident that a range of acceptable titles are used to identity the training agreement form. These include training memorandum, training plan, memorandum of understanding. Undoubtedly the word memorandum is selected to avoid inferences to a contractual document. In any event, there is a general pattern of content which can be outlined as follows:

General

1. Name of student and pertinent information, such as age.
2. Name of employer and pertinent information, such as nature of enterprise or agency.
3. Name of school and pertinent information such as type of program.
4. Identification of student's career interest and job title assignment(s).
5. Length of training period and schedule of hours.

Compensation

1. Hourly rate and adjustment provisions.
2. Provisions for student-learner rate, if used (75% of statutory minimum wage)

Statements of Agreement

1. Statements of respective responsibilities.
2. Statements of mutual understandings.

Training Plan (when incorporated as part of agreement)

1. Schedule of specific training components or job tasks.
2. Provision for instruction in safety.
3. Supporting classroom instructional components.

Signatures

1. Employer
2. Teacher-Coordinator
3. Student
4. Parent or Guardian
5. Others: advisory committee member
   union representative
   school administrator

In consideration of the material presented and the analyses provided on the following pages, it becomes clear that the training agreement has great potential in directing improvements in the conduct of cooperative vocational education programs. Obviously, this potential will not be tapped if the form itself is regarded as mere paper work and filed away for a reason not completely appreciated by those signing the agreement.

Furthering the state of the art in training agreements might encompass consideration of the following:

1. Include behavioral expectations for the cooperative experience.

2. Include section which indicates level of performance achieved by the student in light of the pre-selected behavioral objectives.

3. Give increased emphasis to provisions relating to safety and health considerations.

   NOTE: Program personnel should be aware of the provisions and implications of the Occupational Safety and Health Act of 1970.

ILLUSTRATIVE TRAINING AGREEMENTS ISSUED BY THE
STATES FOR THE GUIDANCE OF LOCAL EDUCATIONAL AGENCIES

Feature Highlights

1. Arizona - This one-page training memorandum facilitates preparation in triplicate and is applicable to any vocational instructional program utilizing cooperative training as an instructional strategy. Space for documenting a training plan is provided which gives direction to learning experiences. Other agreements and understandings reflect expectations for all parties involved. Safety instruction is emphasized in reference to hazardous occupations.

2. Arkansas - Training plan includes pertinent data information including reference to U.S.O.E. instructional program code for stated occupational objective. The basic form, which is carbon interleafed, is designed for use by all occupational service areas. The form is not considered complete without an attached training outline (sample, also carbon interleafed, for cooperative office education is included). Copies are specified for State supervisor, school, employer, and student or parent. Statements of understanding are well conceived.

3. Maine - This memorandum of understanding places emphasis upon compliance with State and Federal labor laws. An unusual feature is the approval required by the State Board of Education and the State Bureau of Labor and Industry. The memorandum which is applicable to all occupational areas includes an outline of on-the-job operations and related machine useage. Also of interest is the identification of the U.S.O.E. instructional program code. Signatures are related to selected information regarding school, student and employer.

4. Michigan - Space on this one-page training agreement outlines specific job activities to be undertaken and the hours or percentage of time spent on that activity. This is related to the instruction and represents the primary agreement factor between the employer, the student, and the school official.

5. Mississippi - This memorandum outlines general agreements between school and employer. The form is applicable to all occupational service areas with space to indicate type. It includes outlines of job experiences and related subject matter to be taught in school. Submission of copy to State Office is required, going to supervisor of subject program area. U.S.O.E. instructional program code is included. The unique feature of this agreement is the signature of superintendent or principal who certifies the content of the program of training as being worthy of school credit.

6. New Jersey - This agreement highlights considerations that are judged to be imperative in providing part-time employment in the trades. Union participation is explicit as is reference to Workmen's Compensation Insurance coverage for the student.

7. Oregon - One of the optional forms suggested by the State includes substantive statements of responsibilities for all parties involved. In another there is a strong commitment made in relation to job rotation. A third, specifically for Diversified Occupations, presents agreements in a more formalized manner which offers many check points for program coordination and supervision.

8. Pennsylvania - Agreement statements in this training agreement reflect program standards and conditions relating to legal employment. The form is designed to be used for all vocational service fields.

9. Tennessee - This training agreement is filed for each placement action including job changes. The form is used for any program using cooperative training which is identified in behalf of the student by occupational title and U.S.O.E. instructional program code. Data information includes age and health verification. The employment schedule is presented in detail. The teacher-coordinator indicates that a training plan is or is not on file in school. Submission to the State Office is very clear with signature of a regional supervisor required. The unique feature of this form is the inclusion on the back of the form standards for cooperative education issued by the State and the Tennessee law governing hazardous occupations.

10. Texas - The cooperative training plan used in Texas incorporates essential agreements including the outline of work experiences and study assignments recorded on the reverse side. The factor of pay receives careful consideration which makes reference to a beginning wage and an opportunity for wage adjustment each semester. A unique feature is the reference to the involvement of the local advisory committee in the review of subject training plans.

11. Virginia - This training agreement states clearly the responsibilities of the student, parent, employer and teacher-coordinator. A summary training plan follows the stated career objective. The use of a training plan is reinforced under the section relating to training station responsibilities. This form makes clear provision for essential data pertaining to student (e.g., age) and training station. (used also by Georgia and West Virginia)

12. Wyoming - This one-page educational training plan does not include typical agreement statements but does include some unique features. A distinction is made between career objective and immediate objectives with training components identified to reach such objectives. A place for summary evaluation is included. State Department of Education receives a copy.

ARIZONA DEPARTMENT OF EDUCATION
DIVISION OF VOCATIONAL EDUCATION

TRAINING MEMORANDUM

School_____ City_____ Date_____

The_____ will permit_____
Training Agency Student

to enter their establishment for the purpose of gaining knowledge and experience as (a) (an)

_____ _____
Occupation Beginning Wage

The course of training is designed to operate for a_____month period with a minimum of fifteen hours per week. The training will be in accordance with the outline of training below, made and agreed upon by the employer and coordinator.

Training Plan

(FOR ALL OCCUPATIONS)

1. The school will make provision for the student to receive related instruction.
2. The status of the student while in training shall be that of student-learner.
3. The student while in training shall progress from job to job in order to gain experience in various operations.
4. The schedule of compensation shall be in accordance with existing local standards, labor laws, and policies.
5. The coordinator will assist with adjustment of any problems of the student.
6. The parent or guardian shall be responsible for the conduct of the student while in training.
7. The coordinator shall have authority to transfer or withdraw the student when he deems such action to be to the best interests of those concerned.
8. The student promises to abide by all implied and stated terms included in this training plan.
9. The student shall be subject to discharge at any time because of inefficiency or because of conditions within the industry or concern.
10. This training plan may be cancelled at any time provided due notice is given to all parties concerned.

(FOR HAZARDOUS OCCUPATIONS ONLY)

A. The work of the student-learner in occupations declared hazardous shall be incidental to his training, shall be intermittent and for short periods of time, and shall be under the direct and close supervision of a qualified and experienced person.
B. Safety instruction shall be given by the school and correlated by the employer with on-the-job training.

_____ _____ _____
Employer Title Parent or guardian

_____ _____
Coordinator Student

Original to Training Agency, Duplicate to Parent, and Triplicate to Coordinator

ARKANSAS
COOPERATIVE VOCATIONAL EDUCATION
TRAINING PLAN

Name of Service Area

Name of School

City

Date

Name of Training Establishment

Training Supervisor and Position

Student's Name

Birth Date

Social Security No.

Occupational Objective

O.E. Code

Length of Training Period

Year in Vocational Cooperative Program

1. The school will make provisions for the student to receive related and technical instruction as shown on the attached outline.
2. The employer agrees to offer the student the greatest possible variety of job experiences within the student's individual capabilities to enable him/her to prepare as completely as possible for the occupation for which the training outline prescribes.
3. The amount of compensation shall be determined by the employer in accordance with current wage and hour laws.
4. The coordinator will assist with adjustments of any problems of the trainee while on the job.
5. The trainee is selected without discrimination.
6. Employment shall not be terminated by the trainee without the coordinator's approval.
7. The employment of a regular employee shall not be terminated to create a position for the training of a student.
8. The student agrees to perform diligently the work experiences assigned by the employer according to the same company policies and regulations as apply to regular employees, and his/her employment may be terminated for the same reasons as other employees.
9. Students should average not less than 15 hours per week on the job during the school term.

THIS TRAINING PLAN IS NOT COMPLETE WITHOUT AN ATTACHED TRAINING OUTLINE

Advisory Committee Member

Employer

State Supervisor

Coordinator

Parent or Guardian

Student

STATE SUPERVISOR'S COPY

SCHOOL COPY

EMPLOYER'S COPY

STUDENT'S OR PARENT'S OR GUARDIAN'S COPY

ARKANSAS

COOPERATIVE OFFICE EDUCATION TRAINING AGREEMENT AND TRAINING PLAN

Name of School _____ City _____ Date _____

Name of Training Station _____ Training Supervisor _____

Student's Name _____ Birth Date _____ Social Security No. _____

Occupational Objective _____ OE Code No. _____

Training Agreement

1. The student will be assigned to a training supervisor.

2. The training sponsor will adhere to all Federal and State regulations regarding employment, child labor laws, minimum wages and other applicable regulations.

3. The training sponsor will consult the teacher coordinator about any difficulties arising with the student at the training station.

4. The student will keep regular attendance, both in school and on the job, and cannot work on any school day that he fails to attend school; he will notify the school and employer if he is unable to report.

5. The student will adhere to company policy and his/her employment may be terminated for the same reasons as other employees.

Training Plan

(Check column where applicable) S—School Instruction TS—Training Station

Areas of Experience and Training:	S	TS		S	TS
Accounting			Filing		
Business Machines			Handling mail		
Ten key adding machine			Personal Relations		
Full key adding machine			Record Keeping		
Rotary Calculator			Shorthand and transcription		
Printing Calculator			Typewriting		
Electronic calculator			Manual		
Key Punch			Electric		
Transcribing machine			Proportional		
Duplicating			Using the telephone		
Photo copying			Other (list)		
Stencil					
Fluid					
Offset					
Microfilming					

Employer _____ Student _____

State Supervisor _____ Coordinator _____

STATE SUPERVISOR'S COPY

SCHOOL COPY

EMPLOYER'S COPY

STUDENT'S COPY

State of Maine
Department of Education
Bureau of Vocational Education
Augusta

MEMORANDUM OF UNDERSTANDING

This vocational education work experience (training) program has been approved by the State Board of Education subject to the terms of this agreement including the following conditions:

1. The program is under the direct supervision of a full-time coordinator.
2. The signatures will indicate approval by all parties involved.
3. The student-learner will be receiving instruction in an approved school and will be employed pursuant to a bona fide Vocational Part-Time Work Experience Education program in order to further his vocational education.
4. The student-learner will neither displace a regular worker now employed, nor substitute for a worker that would ordinarily be needed by the employer.
5. A schedule of organized and progressive work processes to be performed on the job has been prepared.
6. Safety instruction will be given by the school, While on the job, the student will receive safety instruction from and be under the direct supervision of a qualified representative of the employing organization. Specific machines upon which he will work and other hazardous operations on which he will work are itemized.
7. The student-learner agrees to perform his duties in a loyal and faithful manner and to work for the best interest of all concerned.
8. This program may be terminated at any time by the high school principal or coordinator to assure the best interest of all concerned.
9. This program shall comply with all Federal, State, and local laws and regulations.
10. If applicable, the waiver of hazardous occupations restrictions (Section 22, Chapter 30, revised 1954) is granted when this agreement is approved by the Bureau of Labor and Industry.
    NOTE: This exemption for employment of student-learners may be revoked in any individual situation wherein it is found that reasonable precautions have not been observed for the safety of minors employed thereunder (taken from the Maine Department of Labor and Industry Bulletin DLI No. 1, revised 1957, Hazardous Occupations and Operations).
11. The employer agrees to furnish an evaluation of the student-learner's progress, adaptability, and attitude approximately once a month. (Forms will be furnished by the coordinator.)

This program of part-time Vocational Education has been approved by the State Board of Education.

Associate Commissioner, Bureau of Vocational Education

This program, as set forth in the memorandum of understanding, has been reviewed by the Bureau of Labor and Industry for compliance with Maine labor laws. The hazardous occupations restrictions, if any, are hereby waived during the hours of training as stated herein.

for the Bureau of Labor and Industry

BVE 1100 (Revised 8-72)

INFORMATION SECTIONS - All signatures indicating approval must be affixed.

1. SCHOOL CONDUCTING PROGRAM:

Name: _____

Address: _____

_____
(Coordinator's Signature)

Type of Program:

DE ☐ OO ☐ Interrelated ☐

T&I ☐ HO ☐ Other ☐

REMARKS: _____

_____

No. of Minutes Related Instruction Weekly ____

_____

2. STUDENT-LEARNER'S SECTION:

Name: _____
(Please Type or Print)

Grade Level: _____ Date of Birth: _____

Occupational Objective: _____

U.S.O.E. CODE NO.: _____

Number of Hours in School Daily: _____

Number of Hours Employment Daily (Normal School Days: _____

_____
(Signature of Parent or Guardian)

3. EMPLOYER'S SECTION:

Name of Establishment: _____ Kind of Business: _____

Address: _____

Beginning Date of Employment: _____

Graduation Date or Anticipated Date of Ending Employment, Whichever Is Nearer: _____

Starting Hourly Rate of Pay: _____ Potential Hourly Range of Pay: _____

As the employer, I am:
subject to the provisions of the Fair Labor Standards Act:. . . . . Yes ___ No ___
subject to the provisions of the State of Maine minimum wage law: . . Yes ___ No ___
covered under the provisions of the Workmens Compensation Act:. . . . Yes ___ No ___

Signature of the on-the-job supervisor: _____

Signature of the employer: _____

TOPICAL OUTLINE OF on-the-job operations the student will experience:	MACHINE TO BE OPERATED or hazardous occupation:

5-71-3000

MICHIGAN COOPERATIVE OCCUPATIONAL TRAINING PROGRAM
TRAINING AGREEMENT

Regular Coop _____
Part "G" Coop _____

SCHOOL _____ STUDENT _____

CITY _____ STREET _____

IN COOPERATION WITH CITY _____ TEL. NO. _____ ZC _____

EMPLOYER _____ S.S. NO. _____

STREET _____ GRADE _____ AGE _____ SEX: M ___ F ___

CITY _____ TEL. NO. _____ DATE OF BIRTH _____

FED. W. & H. ACT APPLIES: YES ___ NO ___ RATE OF PAY _____ SUPPORT WAGE _____

JOB TITLE _____ DAILY TIME SCHEDULE: FROM _____

HOURS WORK PER DAY _____ TO _____

DATE EMPLOYMENT BEGINS _____ EXPECTED COMPLETION DATE _____

JOB ACTIVITIES	HOURS OR %	RELATED INSTRUCTION
		1st Semester / 2nd Semester
		3rd Semester / 4th Semester

Some Responsibilities of Program Participants:

1. The coordinator will arrange for in-school related instruction, consultation, and advisory service to parties concerned with this training program.
2. The employer assumes the responsibility of providing the trainee with the broadest occupational experience in keeping with the job activities listed above.
3. The employment of the trainee shall conform to all federal, state, and local laws and regulations, including non-discrimination against any applicant or employee because of race, color, or national origin.
4. Trainee will abide by the regulations and policies of his employer and the School.

Signature of Persons Approving this Learner Program:

Student _____ Parent _____

Employer _____ Date _____

School Official _____ Date _____

THIS TRAINING PROGRAM SHALL NOT BE INTERRUPTED WITHOUT PRIOR CONSULTATION BETWEEN THE TRAINEE, EMPLOYER, AND COORDINATOR

MEMORANDUM OF COOPERATIVE TRAINING PLAN

(One copy due in State Office not later than end of first school month)

Check one: ☐ Agriculture ☐ Distribution ☐ Gainful Home Ec. ☐ Office
☐ Health ☐ T & I ☐ Technical

This memorandum is for the purpose of outlining the agreement between the school and the employer on the conditions of training to be given a student while on the job. It, therefore, should not be interpreted by either agency as a legal document or any form of binding contract.

The_____ will permit_____
(Training Agency) *(Student)*

Sex: Male___Female__Age___Grade___ to enter their establishment for the purpose of gaining knowledge and experience as_____ _____
(Occupation) *(OE Code No.)*

(It is understood that the occupation in which training is herewith being offered is one in which provisions of the wage and hour law *is* or *is not* applicable.)

1. This course of training is designed to run for _____school year(s) with a minimum of FIFTEEN hours per school week required for the work experience and at least _____period(s) in each school day required for the supervised and directed study of related subjects.

2. The outlines of the processes to be learned on the job and of related subjects to be taught in the school is presented on the back of this form and constitutes the major portion of the training program of this student.

3. While in the process of gaining occupational experience, the student will not be permitted to remain in any one operation, job, or phase of the occupation beyond the period of the time that is necessary for him to become proficient in that occupation.

4. The student while in the process of training will have the status of a noncompetitive worker neither displacing a regular worker now employed nor substituting for a worker needed by the training agency.

5. The compensation for this student shall be $_____per hour.

6. All transfers, withdrawals, or dismissals shall be made jointly by the teacher or coordinator and the employer.

_____ _____
School *Employer*

_____ By:_____
Teacher or Coordinator

_____ Date_____
School Supt. or Principal

Distribution: One copy to each employer, school superintendent or principal, teacher or coordinator, and state supervisor

This section should be filled in by the teacher or coordinator in conference with the employer of the student.

Outline of Job Processes	Outline of Related Subjects

Name of Student

I certify that satisfactory completion of the above program of training will justify granting _____ unit(s) of credit by this high school.

Superintendent or Principal

NEW JERSEY

_____HIGH SCHOOL DISTRICT

TRAINING AGREEMENT

The Employer _____
Company Name Address

Agrees to Employ _____
Student-Learner Address

on a part-time basis for the purpose of training the student in the

_____ trade.

WAGES:

Starting wage will be $_____per hour.

Students in this program will receive wages comparable to wages paid to other trainees performing the same type or class of work and wages that are in conformity with State and Federal minimum wage acts.

Students will work a minimum of 15 hours and a maximum of 20 hours for the five (5) day week, and may work up to eight (8) additional hours on Saturdays.

WORKING CONDITIONS:

All student-learners must be covered by Workman's Compensation Insurance.

The employer will observe all laws and regulations, both State and Federal, pertaining to the employment of minors.

Where a union or bargaining agency is involved, the employer will obtain union approval of the program.

SUPERVISION:

The employer agrees to assign one member of his organization (journeymen, foreman, or other qualified employee) to be responsible for the training of the student.

As this program is supervised by the _____ High School, it will be necessary for the school's teacher-coordinator to be admitted to the employer's premises whenever he needs to observe and evaluate the student. The teacher-coordinator will conduct his observations so that there will be a minimum of interference with the employer's business.

REPORTS:

At six (6) week intervals the employer's representative will prepare a report on the student's progress using the form supplied by the school.

TRAINING AGREEMENT
(Continued)

STUDENT RESPONSIBILITY:

The student-learner shall be subject to all plant regulations applying to other employees.

The student-learner shall obey his superior at all times.

All complaints shall be made to and adjusted by the teacher-coordinator.

The student may not change his place of employment without the approval of the teacher-coordinator.

The student, while in the process of training, will have the status of student-learner, neither displacing a regular worker nor substituting for a worker that ordinarily would be needed by the agency.

WORK EXPERIENCE:

The following will be included in the student-learner's work experience:

1. _____ 5. _____

2. _____ 6. _____

3. _____ 7. _____

4. _____ 8. _____

This agreement may be terminated by the employer at any time after consultation with the teacher-coordinator. The teacher-coordinator may terminate this agreement after consultation with the employer.

_____ _____
Student-Learner Date

_____ _____
Company Representative Title

_____ _____
Teacher-Coordinator

_____
Parent or Guardian

SAMPLE
TRAINING AGREEMENT

Student's Name_____ Birth Date_____ Age_____

Student's Address_____ Telephone_____

Name of School_____ Telephone_____

Name of Training Station_____ Telephone_____

Address of Training Station_____

Name of Training Sponsor_____ Position_____

Dates of Training Period: From_____ To_____

Avg. no. of hours to be worked by the Student-Learner: Per Day_____
Per Week_____

Student-Learner's rate of pay_____ Career Objective_____

Brief outline of major areas of realted instruction to be provided in class:

BRIEF OUTLINE OF EXPERIENCES AND TRAINING TO BE PROVIDED AT TRAINING STATION:

Responsibilities of the student-learner:

1. The student-learner will keep regular attendance, both in school and on the job, and cannot work on any school day that he fails to attend school; he will notify the school and employer if he is unable to report.
2. The student-learner's employment will be terminated if he does not remain in school.
3. The student-learner will show honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, good dress and a willingness to learn.
4. The student-learner will consult the coordinating teacher about any difficulties arising at the training station.
5. The student-learner will conform to the rules and regulations of the training station.
6. The student-learner will furnish the coordinating teacher with all necessary information and complete all necessary reports.

Responsibilities of the Parents:

1. The parents will encourage the student-learner to effectively carry out his duties and responsibilities.
2. The parents will share the responsibility for the conduct of the student-learner while training in the program.
3. The parents will be responsible for the safety and conduct of the student-learner while he is traveling to and from the school, the training station, and home.

Responsibilities of the Training Sponsor:

1. The sponsor will endeavor to employ the student-learner for at least the minimum number of hours each day and each week for the entire agreed training period.
2. The sponsor will adhere to all Federal and State regulations regarding employment, child labor laws, minimum wages, and other applicable regulations.
3. The sponsor will see that the student-learner is not allowed to remain in any one operation, job, or phase of the occupation

beyond the period of time where such experience is of educational value.

4. The sponsor will consult the coordinating teacher about any difficulties arising at the training station.
5. The sponsor will provide experiences for the student-learner that will contribute to the attainment of the career objective.
6. The sponsor will assist in the evaluation of the student-learner.
7. The sponsor will provide time for consultation with the coordinating teacher concerning the student-learner.
8. The sponsor will provide instructional material and occupational guidance for the student-learner as needed and available.

Sample Form

COOPERATIVE EDUCATION – TRAINING AGREEMENT

By this agreement the _____ will permit
(training agency)

_____ to enter its establishment for
(student)

the purpose of securing training and knowledge in _____
(occupation)

All persons concerned jointly agree to the following conditions:

1. That the training will extend from _____ 19___ to _____ 19___ five days per week.
2. That the trainee and the training agency will have a probation period of _____ weeks. At the end of this period the trainee, training agency, or the coordinator may terminate this agreement.
3. The trainee will divide his time: in school _____ .
   Laboratory period _____ .
4. The trainee will be supervised by: in school _____ .
   Laboratory period _____ .
5. The school will make provision for the student to receive related and technical instruction in the above occupation.
6. The training during the laboratory period shall be progressive. It shall provide for the trainee's passing from one job to another in order that the trainee may become proficient in different phases of the occupation.
7. All complaints shall be made to and adjusted by the coordinator.
8. The coordinator shall have authority to transfer or withdraw the trainee at any time.
9. The trainee may work after 4:00 p.m. and/or on Saturdays as he may arrange with the training agency.
10. The student promises to abide by all implied and stated terms included in this memorandum. The student shall be bound during the laboratory period by the ordinary school regulations. The parent or guardian shall be responsible for the conduct of the student while in training.

SIGNED:

_____ (Employer)

_____ (Student)

_____ (Coordinator)

_____ (Parent or Guardian)

TRAINING AGREEMENT
DIVERSIFIED OCCUPATIONAL PROGRAM

This agreement made and entered into this _____ day of _____ , 197 , by and between School District _____ , _____ County by and through its vocational and educational department, hereinafter called school; and _____ , hereinafter called employer; and _____ , hereinafter called student-learner; and _____ , parent or guardian of student-learner, hereinafter called parent.

WHEREAS, the school has entered into a diversified occupational program under applicable state and federal statutes and has been approved by the State Department of Education.

Section 1. The student-learner agrees as follows:

(a) That he or she will enter this program as a _____ to learn as much as the employer can provide in the nature of the job information, skills and attitudes;

(b) That he or she is 16 years of age or older;

(c) That he or she and the employer will secure a work permit if one is required;

(d) That he or she will be honest, punctual, cooperative, courteous, and make an honest effort to learn and abide by all rules of this program;

(e) That he or she will keep regular attendance both at school and on the job. The student-learner cannot work on any school day that he fails to attend school. Exceptions are permissible only with the mutual consent of the employer and teacher-coordinator;

(f) That he or she who quits school loses this job at once. (Any job change must be arranged in advance by the employer and the teacher-coordinator.)

Section 2. The parents agree as follows:

(a) That they will be responsible for their child in this program;

(b) That they will assist the student-learner in obeying the rules of the training program;

(c) That they approve and agree that the student-learner shall participate in said program and training station.

Section 3. The school agrees as follows:

(a) That the school has qualified with the State Department of Diversified Occupational Programs;

(b) That they will provide classroom instructions for the student and will provide a teacher-coordinator to supervise the student-learner on the job;

(c) That the teacher-coordinator will make periodic visits to observe the student-learner on the job and consult with the employer and student-learner. Evaluation of job performance will be a joint effort of the teacher-coordinator and the employer;

(d) That two school credits will be given for successful completion of the program by the student-learner: one for classroom work and one for successful job performance;

(e) That in the event the occupational training program includes hazardous work, United States Labor Regulation 1500.50, Section C, Subsection 2 will be complied with in that:

(1) Classroom safety instructions will be given and coordinated in by the employer on-the-job training, and

(2) That a schedule of the organized and progressive work program to be performed on the job will be prepared.

Section 4. The employer agrees as follows:

(a) That he will employ the student-learner as a _____ ;

(b) That he should not terminate the job of any employee to accommodate the program;

(c) That he will inform regular employees of their important role in the assisting in the training of the student-learner and of the school's request for their cooperation;

(d) That the wages paid will comply with the Federal Wage Law and the State Wage Laws;

(e) That the hours of the student-learner will be determined by the employer, provided, that due to the fact the student-learner will work during the legal school day, the school requests the right to approve the working hours;

(f) The employer is urged to keep the student-learner on the job for at least the minimum number of hours agreed upon. The employer agrees to hire the student-learner for at least a minimum of fifteen (15) hours of work per week, including Saturdays and a school holiday. This average is spread over the full school semester;

(g) That the employer agrees to provide Workman's Compensation protection for the student-learner;

(h) That the employer may discharge the student-learner for just cause; however, the teacher-coordinator requests consultation with the employer beforehand when possible;

(i) That in the event the training program is for an occupation considered hazardous, the following provisions of the Code of Federal Regulations, title 29, part 1500, subpart E will be complied with and in particular, Section 1500.50, Subsection C, paragraph 2 which requires:

(1) That the work of the student-learner in the occupations declared particularly hazardous shall be incidental to his training;

(2) That such work shall be intermittent and for short periods of time, and under the direct and close supervision of a qualified and experienced person;

(3) That safety instructions shall be given by the school and will be correlated by the employer with on-the-job training; and

(4) That the school and the employer will provide a schedule of organized and progressive work processes to be performed on the job.

1. School District No. _____

_____
By teacher-coordinator

2. _____
Corporate name

_____
By employer

3. _____
Student-learner

4. _____
Parent

COOPERATIVE VOCATIONAL EDUCATION TRAINING AGREEMENT

Approval is subject to the terms of this agreement and signatures are fixed indicates approval to the program including the following conditions:

The Employer

1. Student-learner will not displace a regular worker.
2. The employer will provide a monthly rating of the student. The school will provide a monthly rating sheet.
3. The student-learner is paid a legal wage and it will increase as he progresses and is deserving.
4. The student will be given progressive and challenging work activities.
5. The student-learner will be covered by workman's compensation or comparable insurance while on the job.

The Student, Parent

1. The student-learner agrees to perform the duties in a loyal and faithful manner and work to the best interest of all concerned.
2. The student and parents are responsible for the transportation between the school and employment.
3. The student-learner will be covered by ample insurance for travel time to and from work.

The School

1. The program is under the direct supervision of a certified coordinator.
2. The student-learner will receive related instruction from the school including safety instruction.
3. The coordinator will periodically visit and evaluate the student at the training station.

All Parties

1. A schedule of organized, progressive work processes to be performed on the job has been prepared and stated on the reverse side of this agreement.
2. Safety instruction given by the school and employer will be correlated with on the job activities.
3. The program shall comply with all state, federal and local labor laws.
4. There will be a 10-day trial period for the student to adjust and prove himself.
5. The program may be terminated at anytime providing there is due cause and all parties have been given sufficient notice.

SCHOOL SECTION

School_____ City or Town_____

County_____ Type of Program_____
(T&I, DE, Interrelated, etc.)

This is a ONE____ TWO____ year program.

Weekly school instruction related to work (Related Inst. Class)_____hrs.

STUDENT SECTION

Name_____ Grade Level_____ Date of Birth_____

Occupational Objective_____ DOT Code No._____

Hours in school weekly_____ Hours at work weekly_____

EMPLOYER SECTION

Company Name_____ Type of Business and Industry_____

Beginning date of employment_____ Starting hourly rate_____

Daily hours_____ A.M./P.M. to _____ A.M./P.M. (Normal school day only)

As the employer, I am

Subject to the provisions of the Fair Labor Standards Act	Yes____ No____
Subject to Pennsylvania minimum wage provisions	Yes____ No____
Covered under Workman's Compensation Act	Yes____ No____

We the undersign agree to the terms and statements contained in this agreement.

_____ Employer

_____ Student

_____ Coordinator

_____ Parent

TRAINING OUTLINE

On the Job Experience	Approx. Time in Job Activity	In-School Instruction

(Use additional space if necessary)

001-00172
08-72-040M

Copies to: State Office
Regional Office
Training Agency
School
Student

STATE DEPARTMENT OF EDUCATION
DIVISION OF VOCATIONAL-TECHNICAL EDUCATION
CORDELL HULL BUILDING
NASHVILLE, TENNESSEE 37219

CHECK ONE:
New _____
Job Change _____

Cooperative Training Agreement

This Cooperative Training Agreement Program is organized to provide _____
with instruction and training in the occupation of _____ code _____
City _____ School _____ Teacher-Coordinator _____

PLACEMENT INFORMATION

Student-Learner's home address _____ Tel. No. _____

Male ____ Female ____ Grade ____ S.S.No. _____ Date of Birth _____, 19____

Age last birthday _____ Evidence of age verified by _____

Health record signed by Dr. _____ showing physical fitness for employment.

Date entered cooperative program _____, 19__ for school year 19__ - ____.

Training agency _____ address _____ Tel. No. _____

Contact Person _____ Date of Placement _____

Starting Wage $_____ per hour

Time Class meets from _____ a.m. p.m. to _____ a.m. p.m.

EMPLOYMENT SCHEDULE

DAY	TIME OF WORK		BREAKTIME	TOTAL WORK HRS.	TOTAL HOURS IN SCHOOL
	From	To			
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
			TOTAL		

A Training plan or Schedule of Processes, including unit on Safety, for this student is on file in the Teacher-Coordinator's Office. Yes ____ No ____

We, the undersigned, understand and agree to meet the requirements for the program as provided in the Rules & Regulations and Minimum Standards for Vocational Education in Tennessee.

Training Agency _____ Student-Learner _____

Parent or Guardian _____ Teacher-Coordinator _____

School Principal _____ Regional Supervisor _____

Date of Approval _____

Note: Form replaces Employment and Age Certificate (Issued by Superintendent of Schools) for Cooperative Students only.

TENNESSEE VOCATIONAL PART-TIME CO-OPERATIVE TRAINING PROGRAM

COOPERATIVE VOCATIONAL EDUCATION PROGRAMS STATE BOARD OF EDUCATION

Cooperative Vocational Education Program means a cooperative work-study program of vocational education for persons who, through a cooperative arrangement between the school and employers, receive instruction, including required academic courses and related vocational instruction by alternating in-school-study with on-the-job experiences in a recognized occupation. These two phases must be planned and supervised by the school and employers so that each contributes to the student's education. Work periods and school attendance may be on alternative half-days, full-days, weeks or other periods of time in fulfilling the cooperative vocational education work-study program. Programs will be administered by the State Board or through a local educational agency and should be organized and conducted with the advice and counsel of an advisory committee consisting of representatives of employers and employees of the community.

A local school system may conduct a Cooperative Vocational Education Program in a single occupational area such as: Distributive, Agriculture, Trade and Industrial, Office Occupations, etc., or a combination of two (2) or more occupational areas.

Students at least sixteen (16) years of age may be considered eligible for enrollment. Two units of high school credit per year may be granted for the combination (related vocational instruction in the school and the on-the-job training) phases of cooperative programs.

A qualified teacher-coordinator shall head up the program. The Coordinator must be free to carry out on-the-job coordination duties during the school day.

The following standards will be met by each Cooperative Vocational Education Program in providing on-the-job training:

1. Training shall relate to existing career opportunities.
2. The student-learner shall not displace other workers who perform such work.
3. The training agency will employ and compensate student-learners in conformity with Federal, State, and local laws and regulations and in a manner not resulting in exploitations of the student-learner for private gain.
4. A written training agreement on approved forms shall be drawn up for each student-learner, which sets forth the specific training time schedule, including daily hours of employment; that the employment is incidental to his training, is to be intermittent and for short periods of time; that he is to be under the direct and close supervision of a qualified and experienced person; that safety instruction shall be given by the school and correlated by the employer with on-the-job training; and any other special provisions, applicable to specific student-learner's training program.
5. The student-learner is to be given the opportunity to progress through the various phases of the occupation under direct and close supervision of a qualified and experienced person.
6. Training shall be conducted in accordance with the requirements of the Tennessee Child Labor Law.
7. Programs will be carried out in a manner consistent with applicable provisions set forth in the State Plan.
8. During the time in school, the Cooperative Programs are to be organized to provide each student-learner with:

   One (1) or more regular class periods per day of related vocational instruction in classes limited to cooperative students by the Coordinator or a qualified related subjects teacher.

   In no instance shall a student-learner spend more than forty-eight (48) hours in school, combined with on-the-job training and work, in any six days out of seven consecutive days.

DEPARTMENT OF LABOR

THE TENNESSEE STATE DEPARTMENT OF LABOR PROHIBITED OCCUPATIONS FOR CHILDREN UNDER EIGHTEEN

SECTION 5. (a) No child under the age of eighteen (18) may be employed in or in connection with the following:

(1) Manufacturing, transporting, storing, or use of explosives;
(2) Mining, logging, or quarrying operations;
(3) Driving a motor vehicle; except, however, persons sixteen (16) years of age or older, when licensed as required by law, may drive a motor vehicle in the course of their employment during daylight hours;
(4) Any occupation involving exposure to radioactive substances, lead or its compounds, or to dangerous or poisonous acids, dyes gases, or chemicals;
(5) Any occupation where intoxicating beverages are manufactured, bottled, or served for consumption; or
(6) Operating or maintaining any hazarduus power driven machinery.

The Commissioner of Labor shall promulgate regulations more specifically defining what employment is permitted or prohibited by this sub-section for children under eighteen (18) years of age. The Commissioner of Labor, if he deems it necessary, may enter into an agreement with the State Board of Education relating to student-learners which would permit them to be employed in certain occupations which are prohibited under this Section.

(b) The Commissioner of Labor is authorized to investigate and determine occupations not already prohibited by law which are hazardous or injurious to the life, health, safety, or welfare of children under eighteen (18) years of age. In making such determinations, the Commissioner of Labor shall give public notice and afford an opportunity to all interested persons to appear and offer evidence at a public hearing in connection therewith. The Commissioner of Labor shall have the authority to issue general rules or special orders prohibiting occupations or employments so found to be hazardous.

Exceptions to the above prohibited occupations applying to student-learners between 16 and 18 years of age: Sub-sections 4-6 shall not apply to a student-learner between sixteen (16) and eighteen (18) years of age, enrolled in a course of study and training in a cooperative vocational training program under a recognized State or local public educational authority; provided further, that such student-learner be employed under a written agreement on forms furnished and approved by the Commissioner of Labor which shall provide that the work of the student-learner in the occupations therein declared hazardous, as provided by sub-sections 4-6 shall be incidental to his training, shall be intermittent and for short periods of time, and shall be under the direct and close supervision of a qualified and experienced person; that safety instructions shall be given by the school and correlated by the employer with on-the-job training; and that a schedule of organized and progressive work processes to be performed on the job shall have been prepared. Such a written agreement shall carry the name of the student-learner, and shall be signed by the employer, the student-learner and his parents or guardian, the school coordinator, and the appropriate supervisor of vocational education or his representative. This exemption for the employment of a student-learner may be revoked in any individual situation wherein it is found that reasonable precautions have not been observed for the safety of the student-learner, or that the employer of such student-learner has not complied with other provisions relating to the employment of minors as set out by Sections 7 through 9 of the Child Labor Act. In no instance shall a student-learner spend more than forty-eight (48) hours in school, combined with on-the-job training and work, in any six days out of seven consecutive days.

Footnote: These exemptions apply only to student-learners engaged in a bona fide cooperative program conducted by a public school meeting the standards of the Tennessee State Plan for Vocational Education and the Rules and Regulations of the State Board of Education.

Inquiries regarding this program should be addressed to the Assistant Commissioner of Vocational Education, Division of Vocational Education, Cordell Hull Building, Nashville, Tennessee 37219.

NOTES

1. The training agency agrees to employ the above named co-op student-learner for the expressed purpose of his or her learning the manipulative skills and acquiring experience in the occupation of _____.
2. The student-learner is to be given the opportunity to progress through the various phases of the occupation under direct and close supervision of a qualified and experienced person.
3. The training agency agrees not to discharge any regular employee because of additional services that might be rendered by the student-learner while in training.

Grade _____

Age _____

Sex: M ___ F___

TEXAS EDUCATION AGENCY
Department of Occupational Education and Technology
Austin, Texas

Time of day related class meets _____

Cooperative Training Plan

PROGRAM _____

This training plan is to (1) define clearly the conditions and schedule of training whereby student _____ is to receive training as a (an) _____ and (2) serve as a guide to the cooperating parties: the _____ (Company) and the _____ Public Schools, in providing the student with opportunities for training in the basic skills of the occupation and the technical information related to it. In order that a systematic plan which provides for well-rounded training can be followed, a schedule of work experiences and a course of study paralleling it have been worked out and agreed upon by the employer and representative of the school. They are listed on the reverse side of this page.

The student agrees to perform diligently the work experiences assigned by the employer according to the same company policies and regulations as apply to regular employees. The student also agrees to pursue faithfully the prescribed course of study and to take advantage of every opportunity to improve his efficiency, knowledge, and personal traits so that he may enter his chosen occupation as a desirable employee at the termination of the training period.

In addition to providing practical instruction, the employer agrees to pay the student for the useful work done while undergoing training according to the following plan:

1. The beginning wage will be $_____ per _____ for _____ hours per school week, which amount is approximately _____ per cent of that paid competent full-time employees in the same occupation in the community.

2. A review of the wages paid the student will be made jointly by the employer and coordinator at least once each semester for the purpose of determining a fair and equitable wage adjustment consistent with the student's increased ability and prevailing economic conditions.

The training period begins the _____ day of _____, 19___, and extends through _____, 19___. There will be a probationary period of _____ days during which the interested parties may determine if the student has made a wise choice of an occupation, and if the training should be continued.

This plan has been reviewed and recommended by the Local Advisory Committee. It may be terminated for just cause by either party.

Approvals:

_____ (STUDENT)

_____ (NAME OF EMPLOYER)

_____ (PARENT OR GUARDIAN)

_____ (NAME OF COMPANY)

_____ (CHAIRMAN, LOCAL ADVISORY COMMITTEE)

_____ (TEACHER-COORDINATOR)

_____ (DIRECTOR, OCCUPATIONAL EDUCATION PROGRAM)

TEA – 12

(Over)

VOC-044

SAMPLE TRAINING AGREEMENT

Student's Name _____ Birth Date _____ Age _____

Student's Address _____ Telephone _____

School _____ Telephone _____

Training Station _____ Telephone _____

Address of Training Station _____

Training Supervisor _____ Position _____

Dates of Training Period: From _____ To _____

Average Number of Hours of Employment: Per Day _____ Per Week _____

Student-Learner's Rate of Beginning Pay _____

Career Objective _____

Basic skills, attitudes, and knowledge needed in this occupation:

Major areas of experience and training to be provided at training station:

Major areas of related instruction to be provided in class:

RESPONSIBILITIES

The STUDENT-LEARNER considers his job experience as contributing to his career objectives and agrees:

1. To be regular in attendance, both in school and on the job
2. To perform his training station responsibilities and classroom responsibilities in an efficient manner
3. To show honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn
4. To conform to the rules and regulations of the training station
5. To furnish the teacher-coordinator with necessary information about his training program and to complete promptly all necessary reports
6. To consult the teacher-coordinator about any difficulties arising at the training station or related to his training program
7. To participate in those co-curricular school activities that are required in connection with the COE program

The PARENTS of the student-learner, realizing the importance of the training program in the student-learner's attaining his career objectives, agrees:

1. To encourage the student-learner to carry out effectively his duties and responsibilities.
2. To share the responsibility for the conduct of the student-learner while training in the program.
3. To accept responsibility for the safety and conduct of the student-learner while he is traveling to and from the school, the training station, and his home.

The TRAINING-STATION, recognizing that a training plan is being followed and that close supervision of the student-learner will be needed, agrees:

1. To provide a variety of work experiences for the student-learner that will contribute to the attainment of his career objective.
2. To endeavor to employ the student-learner for at least the minimum listed number of hours each day and each week for the entire training period.
3. To adhere to all Federal and State regulations regarding employment, child labor laws, minimum wages, and other applicable regulations.
4. To assist in the evaluation of the student-learner.
5. To provide time for consultation with the teacher-coordinator concerning the student-learner and to discuss with the teacher-coordinator any difficulties the student-learner may be having.
6. To provide available instructional material and occupational guidance for the student-learner.

The TEACHER-COORDINATOR, representing the school, will coordinate the training program toward a satisfactory preparation of the student-learner for his occupational career objective and agrees:

1. To see that the necessary related classroom instruction is provided.
2. To make periodic visits to the training station to observe the student-learner, to consult with the employer and training supervisor, and to render any needed assistance with training problems of the student-learner.
3. To assist in the evaluation of the student-learner.

Additional Comments:

By _____

Employer	Parent
Job Supervisor	Student-learner
Teacher-Coordinator	DATE

EDUCATIONAL TRAINING PLAN WYOMING

STUDENT'S NAME _____ HOME TELEPHONE _____

ADDRESS _____
(Street) (City) (State) (Zip Code)

CAREER OBJECTIVE: _____

IMMEDIATE OBJECTIVE: _____

NAME OF TRAINING STATION: _____

ADDRESS _____
(Street) (City) (State) (Zip Code)

TELEPHONE _____ STUDENT'S WAGE: _____

STUDENT'S AGE _____ WORKING HOURS: _____

PARENTS OR GUARDIAN _____

PLAN

THE STUDENT WILL PARTICIPATE IN THE FOLLOWING GENERAL ACTIVITIES WHICH PERTAIN TO THE SKILLS DESIRED TO ACHIEVE HIS OBJECTIVES STATED ABOVE:

	DATE COORDINATED	DATE STARTED	DATE COMPLETED
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

OTHERS: _____

_____

TRAINING SPONSOR'S SIGNATURE _____

PARENTS' SIGNATURE _____

STUDENT'S SIGNATURE _____

TEACHER-COORDINATOR'S SIGNATURE _____

EVALUATION OF THE STUDENT BY THE TRAINING STATION SPONSOR:

PLEASE LIST GENERAL COMMENTS THAT INDICATE THE STUDENT'S STRONG AND WEAK POINTS AND WHERE IMPROVEMENT IS NEEDED ACCORDING TO YOUR OBSERVATIONS. THIS WILL ENABLE THE SCHOOL TO DEVELOP ADDITIONAL EDUCATION IN THE STUDENT'S RELATED CLASS.

1st - 9 weeks _____

2nd - 9 weeks _____

3rd - 9 weeks _____

4th - 9 weeks _____

ADDITIONAL COMMENTS:

COPIES TO: TRAINING STATION SPONSOR, STUDENT, PARENT, TEACHER-COORDINATOR, ADMINISTRATION, STATE DEPARTMENT OF EDUCATION

DIRECTORY - STATE DIRECTORS OF VOCATIONAL EDUCATION

Inquiries pertaining to the training agreements presented in this publication may be made to the following:

ARIZONA	Eugene L. Dorr, State Director of Vocational Education State Department of Education 1535 W. Jefferson Street Phoenix 85007	(602) 271-5343
ARKANSAS	J. Marion Adams, State Director of Vocational Education State Department of Education Capitol Mall Little Rock 72201	(501) 371-2165
MAINE	Elwood A. Padham, State Director of Vocational Education State Department of Education Augusta 04330	(207) 289-2621
MICHIGAN	Addison Hobbs, State Director of Vocational Education State Department of Education P.O. Box 928 Lansing 48902	(517) 373-3373
MISSISSIPPI	Troy V. Majure, State Director of Vocational Education State Department of Education P.O. Box 771 Jackson 39205	(601) 354-6980
NEW JERSEY	Stephen Poliacik, State Director of Vocational Education State Department of Education 225 West State Street Trenton 08625	(609) 292-6340

OREGON	Leonard Kunzman, State Director of Vocational Education State Department of Education 942 Lancaster Drive, NE Salem 97310	(503) 378-3584
PENNSYLVANIA	John W. Struck, State Director of Vocational Education State Department of Education Box 911 Harrisburg 17126	(717) 787-5530
TENNESSEE	W. M. Harrison, State Director of Vocational Education State Department of Education Cordell Hull Building Nashville 37219	(615) 741-3446
TEXAS	John R. Guemple, State Director of Vocational Education Texas Education Agency Austin, Texas 78711	(512) 475-2585
VIRGINIA	George S. Orr, Jr , State Director of Vocational Education State Department of Education Richmond 23216	(804) 770-2657
WYOMING	Fred P. Black, State Director of Vocational Education State Department of Education Cheyenne 82001	(307) 777-7418